

**Lamar University**  
**Educational Technology Leadership Internship**

**Part 1**

**Field-based Activities Weekly Report**

**Instructions:** Enter the total number of internship hours that you had worked at the start of the week in the upper right cell. Remember that you must log a **minimum of 50 hours** of field-based experience. For each day, enter a brief description of your internship activities for that day in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each day to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each day at the end of the row. Total the week's hours, then enter the total number of internship hours that you have worked as of the end of the week.

<b>Date: Week of August 9, 2010</b>		<b>Total Internship hours at the start of the week:</b>	3.5
<b>Day</b>	<b>Functions</b>		<b>Hrs</b>
<b>Mon</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Tue</b>	<b>Day's Activities</b>	Met with campus principals and with Allison Robertson. Discuss topics for the training with the principals and discuss what topics would be discussed by Allison and which ones I would discuss.	1.5
	<b>Communication with Supervisor</b>	My supervisor is one of the principals I met with.	
<b>Wed</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Thur</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Fri</b>	<b>Day's Activities</b>	Drew up the technology training day agenda with Allison Robertson.	1
	<b>Communication with Supervisor</b>	none	
<b>Sat</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Sun</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Hours worked this week:</b>			3.5
<b>Total internship hours to date including this week:</b>			7

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<b>Date: Week of August 16, 2010</b>		<b>Total Internship hours at the start of the week:</b>	<b>7</b>
<b>Day</b>	<b>Functions</b>		<b>Hrs</b>
<b>Mon</b>	<b>Day's Activities</b>	Gave a ½ day new teacher technology training meeting.	<b>4</b>
	<b>Communication with Supervisor</b>	Gave a brief summary of the meeting.	
<b>Tue</b>	<b>Day's Activities</b>	Met with some of the teachers from the previous day training to answer additional questions.	<b>1</b>
	<b>Communication with Supervisor</b>	none	
<b>Wed</b>	<b>Day's Activities</b>	Met with some of the teachers from Monday's training to answer additional questions. Loaded software on some of the new teachers computers.(Standard 7)	<b>4.25</b>
	<b>Communication with Supervisor</b>	none	
<b>Thur</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Fri</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Sat</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Sun</b>	<b>Day's Activities</b>		
	<b>Communication with Supervisor</b>		
<b>Hours worked this week:</b>			<b>9.25</b>
<b>Total internship hours to date including this week:</b>			<b>16.25</b>

## Agenda-New Teacher Technology Training

August 16, 2010

1. Welcome and Introductions
2. Network Login
  - Issue username information
  - Explain choosing a password
  - Practice logging into network
3. District Email
  - Accessing Outlook Express
  - Features of using Outlook Express
  - Accessing email from your home computer
4. Gradebook Software
  - Accessing Gradebook (login information)
  - Functions and features of using Gradebook
  - Practice accessing and entering data into Gradebook
  - Taking attendance
  - Entering lunch count (Elementary Teachers)
5. Shared Storage Drives
  - Accessing the K and M drives
  - Protocol for using school-shared drives
  - These drives can be accessed by anyone in the district, which means they can be viewed, changed, and deleted by others.
  - Request large files (video files) not be stored on the school-shared drives (use an external hard drive instead).
6. District Technology Email
  - Explanation of communicating technology-related problems and work orders through the district technology email account: [technology@sundownisd.com](mailto:technology@sundownisd.com)
7. Final Questions, Troubleshooting, and Conclusion

## Part 2

### Reflection

**Instructions:** In submitting your field-based activity log, you are required to reflect on each of your experiences by completing a reflection in your course blog and should contain a minimum of 150 words unless stated otherwise. These reflections will be used to assist you in completing Week 5 of your EDLD 5388 Internship comprehensive exam/final report.

Reflections may consist of statements regarding:

- the knowledge you gained from the activity,
- insights into the patterns of interactions of the participants,
- group processes including: who had power, authority, or influence, who was participating and who was not, who was not included, how did you or another leader draw the silent teachers out, was there confrontation, conflict, consensus, agreement, hurt feelings,
- notations addressing the affective or feeling tone evident, concerns you noticed,
- questions you have that you should research or about which you can seek expert advice from your campus-based supervisor or your professor, and
- issues that puzzle you.

# **Field Based Activity-ISTE Standard I**

## **Technology Operations and Concepts**

Activity Summary: I conducted a new teacher training session for technology use with Allison Robertson. Allison addressed the elementary teachers and I addressed the middle school and high school teachers. We taught the new teachers the basic operation procedures for using the Skyward Gradebook, network logins, district email, shared network storage, and the procedure for issuing technology trouble tickets.

Reflection: This is an activity that to my knowledge, was never conducted before this year. New teachers were just expected to learn the technology procedures on their own. I discovered by the reaction of the participants that it was greatly appreciated. I also feel it was appreciated by the experienced teachers, as they were not expected to provide the training to the new teachers. There was a fair amount of follow up training after the meeting, but it was very minimal compared to not having the meeting. I found that the training was sufficient for all but the use of Skyward Gradebook. Gradebook is a very comprehensive piece of software and requires a great deal of training and use to become proficient. I did suggest that some of the teachers who were having difficulties, that they partner with an experienced teacher who teaches a similar field. I have continued to help the new teachers with Gradebook. One area of concern was the procedure for issuing technology work orders, as I devised a new system in hopes that it would be more efficient. The new teachers responded very well to the new procedure and I have found it to be extremely successful. Approximately 90 percent of all work orders are now address the same day they are issued and most are completed within two hours of being issued. Overall the training was a big success and I expect it to be an annual event.